

The Department Council By-laws.

November 21st 2013

The current document was updated and the text was aligned with the Ryerson University Policy of Senate number 45 approved on April 2, 2013.

The By-laws Committee members are Leila M. Farah, Miljana Horvat, Jurij Leshchyshyn and Syed Shirazie. The Chair of the Department of Architectural Science, Colin Ripley, was consulted and provided comments.

1. Glossary (from the Ryerson University Policy of Senate (number 45))

Faculty member includes all current tenure stream and limited term faculty members represented by the Ryerson Faculty Association (RFA).

Staff are personnel associated with the unit who are members of OPSEU or MAC.

Undergraduate/Graduate Student is an individual currently registered in an undergraduate/graduate program at Ryerson University leading to an undergraduate/graduate degree.

2. Role and Responsibilities

In alignment with Ryerson University Policy of Senate (number 45):

- a. The Departmental Council (DC) is the consultative and collegial body responsible for academic matters specific to the Department and its programs. Depending on the nature of the matter, DC approves, reports, or makes recommendations to the Chair and/or the Dean or designate, and/or Senate.
- b. The DC approves policy and procedure with significance and effect exclusive to the Department. Endorsement by the Chair, and consultation with, and endorsement by, the Dean or designate is required before implementation of significant changes.
- c. The DC formulates and communicates recommendations regarding policies and procedures with implications beyond the Department to the Chair and/or the relevant Dean and/or designate. Endorsement of such recommendations by the Chair and the relevant Dean or designate is required. If there are no ramifications beyond the Faculty, the matter may be settled there. If there are broader ramifications, the matter shall be submitted to Senate, its standing committees (e.g., ASC) or, when relevant, to the YSGS Council.
- d. The DC may report directly to Senate on information items that affect only the Department, and/or on matters of general interest.
- e. The DC maintains active relationships with Department Program Councils and programs arising from the Chang School.

Dispute resolution

- In the event of a disagreement between a Department Council and a Chair, the relevant Dean in consultation with the parties involved shall decide how to proceed.
- In the event of a disagreement between Deans or between a Dean and a Department Council, the Vice Provost Academic will facilitate a negotiated solution. If a negotiated solution is not possible, the Provost will resolve the issue.

3. Membership:

- a. All faculty members in the Department are members of the DC. Faculty on leave who indicate in advance to the DC Chair that they will be present at meetings during their leave remain full members for the purposes of quorum calculation. Faculty above the level of Chair (e.g. Associate Dean, Dean, Vice Provost, Provost) are excluded from DC membership.
- b. Students, elected by and from the students in the Department programs, in a ratio of not less than one-fourth and not more than one-third of the total voting faculty members on the DC.

For graduate programs:

- One student representative per program

For the undergraduate program:

- President and Vice President Academic from the Architecture Course Union (ACU) representing the year and/or option in which they are enrolled.
- Additional students to ensure representation as follows:
 - one student from each specialization (Architecture, Building Science and Project Management)
 - one student from third year,
 - and depending on the faculty/student ratio, at least one student from the first two years

4. Regulations:

- a. Rules of Order

Each DC meeting shall be “governed by Bourinot’s Rules of Order or such other rules of order [...]; provided that, in the event of a conflict between such Rules of Order and one or more provisions of the Corporations Act, the Ryerson University Act or the By-Laws, the provisions of the Corporations Act, the Ryerson University Act or the By-Laws shall prevail.”¹

¹ By-Law no. 1 being the General By-Laws of Ryerson University, section 7.17, available online at the following link:

b. Meetings:

DC should meet at least twice a year, once in each of the Fall and Winter semesters.

- (1) Additional meetings may be called by the DC Chair
- (2) In addition, a DC member can call a DC meeting through a written petition signed by not less than four DC members and submitted to either DC officer
- (3) In all cases, at least seven (7) days' written advance notice must be given to all members of all meetings.

c. Voting members:

Only faculty and elected student members of the DC are voting members. Staff may serve on the DC or committees, but cannot vote on DC.

- (1) Each DC member, excepting only the DC Chair, shall have a vote, and in the event of a tied vote, the DC Chair, may cast the deciding vote;
- (2) In a tied vote on which the DC Chair elects not to cast a deciding vote, the motion before Council shall be ruled to be defeated;

d. Department Chair:

According to the RFA collective agreement, article 26, 1, E, 11², "The duties and responsibilities of Chairs may include the following [...] ensure that meetings of the Department or School Council take place and are conducted in accordance with Senate Policy and the bylaw of the Council."

e. DC Officers:

DC officers will include a DC Chair and a DC Secretary. The DC Chair and the DC Secretary will work towards ensuring that DC functions in accordance and in fulfillment of its roles and responsibilities as described in section 2 (Role and Responsibilities).

f. DC Chair: The specific duties of the DC Chair shall include:

1. Ensuring that DC meetings are called in accordance with section 4.b above;
2. Establishing, in consultation with the Department Chair and Committee

http://www.ryerson.ca/content/dam/about/governors/documents/governance/General_ByLaws_of_Ryerson_University%202010-11.pdf

Bourinot's Rules of Order are available online at the following link:

<http://www.cep6006.ca/Bourinot's-Rules-of-Order.pdf>

² RFA Collective Agreement, p. 185.

http://www.ryerson.ca/content/dam/teaching/documents/RFA_CA/RFA_Collective_Agreement-July_1_2011_to_June_30_2015.pdf

- Chairs, as required, an agenda for each meeting;
3. Presiding over meetings of DC in accordance with Bourniot's rules of order
 4. Ensuring that all standing and sub-committees of DC are properly constituted;
 5. Ensuring that all business of the Council is completed according to posted deadlines;
 6. In collaboration with the DC Secretary, establishing and maintaining mechanisms for consultation and communication as required;
 7. Co-ordinating policy issues with Chairs of other Program Committees in the Department, as required;
 8. Co-ordinating the implementation of policy developments with entities of University governance above the Departmental level;
 9. Ensuring communication of Senate and Board of Governors policy changes to DC;
- g. DC Secretary: The specific duties of the DC Secretary shall include:
1. Ensuring that meeting agendas are properly constituted, including committee reports and any motions to be considered;
 2. Ensuring that votes are conducted according to properly accepted rules of order;
 3. Ensuring that minutes are properly taken during DC meetings. If a staff member is assigned to taking minutes, the secretary shall review the minutes for content and consistency of form;
 4. Ensuring that DC meeting minutes are distributed and filed according to Senate policy;
 5. Communicating with members of DC on all issues.
- h. Elections:
- (1) Student representatives shall be elected by students for each academic year and not later than fourteen (14) days after classes commence in the Fall semester.
 - (2) The DC Officers shall be elected by simple majority vote of the DC members at a duly constituted Council meeting which, in each academic year, shall be called between the fifteenth (15th) day of the Fall semester and the thirtieth (30th) day of September.
- i. Quorum shall not be less than fifty percent of members, where a majority of those present are faculty members.
- (1) Any Council member who is not able to attend a meeting on Council may, for that meeting, delegate in writing their right to vote to any other member of the Council.
 - (2) If there is no quorum, DC members may choose to meet in an open forum, though no binding decisions may be made.

j. Committees:

Each committee of the Council should be guided by DC's roles and responsibilities and shall be chaired by a member of Council, who shall co-opt additional Committee members who may or may not be members of Council, provided only that on each Committee there shall be a majority of Council members.

The Chair of each committee shall ensure the proper functioning and timely meetings of the committee, as well as the reporting of committee work to DC.

The following Standing Committees shall be established:

- (1) Bachelor of Architectural Science Curriculum Committee. The undergraduate curriculum committee shall review, analyse and make recommendations to DC on issues concerning undergraduate curriculum.
- (2) Any other standing committees that DC may establish

k. Sub-committees:

The DC may establish sub-committees as deemed necessary and, if appropriate, should reflect approval mechanisms external to the Department where a parallel committee would be advantageous (e.g., curriculum). Sub-committees may recommend items to the DC for approval on matters specific to the Department, or to the Dean on matters affecting the Faculty, and those requiring Senate approval.

l. Amendment:

Amendment of these by-laws shall require the passing of amending by-law with a vote of support by at least two-thirds (2/3) of the voting members of the Council.